UNESCO Building peace in the minds of men and women

OPEN LEARNING WEB PORTAL

USER MANUAL

GET STARTED

Web portal: *openlearning.unesco.org*

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1. ABOUT THIS SITE & CONTACT INFORMATION

The UNESCO Open Learning web portal aims to provide e-learning capacities for online course development and dissemination for topics that are aligned with UNESCO's mandate under the Natural and Human Sciences, Communication and Information, Education and Culture Sectors. The initial focus will be on science related topics, such as water resources management, Disaster Risk Reduction (DRR), climate change adaptation, remote sensing, information and communications technologies (ICT) and other science related topics. Expansion of this focus will be done on a needs basis.

The specific objectives of this platform are to build up a sustainable open knowledge network for UNESCO's mandate, initiate activities in different learning communities to enhance competence development, and to support collaboration between organizations, experts and resource persons to strengthen e-learning opportunities, particularly within the UNESCO affiliated centres and chairs. Any further inquiries can be made by email or by using the contact details on the Contact Us page found here: openlearning.unesco.org/contact

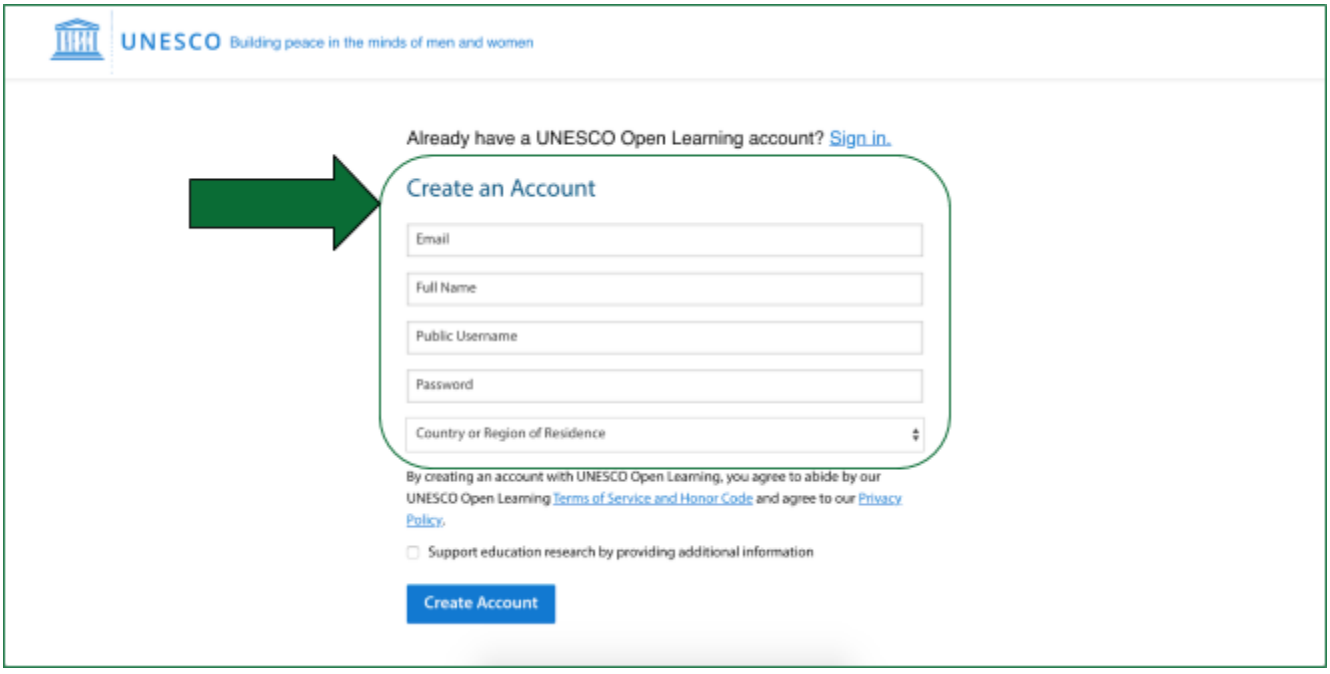
2. PRIVACY POLICY & DISCLAIMER OF USE

By registering an account you agree to the Privacy Policy and Disclaimer of Use.

3. ACCOUNT & PASSWORD

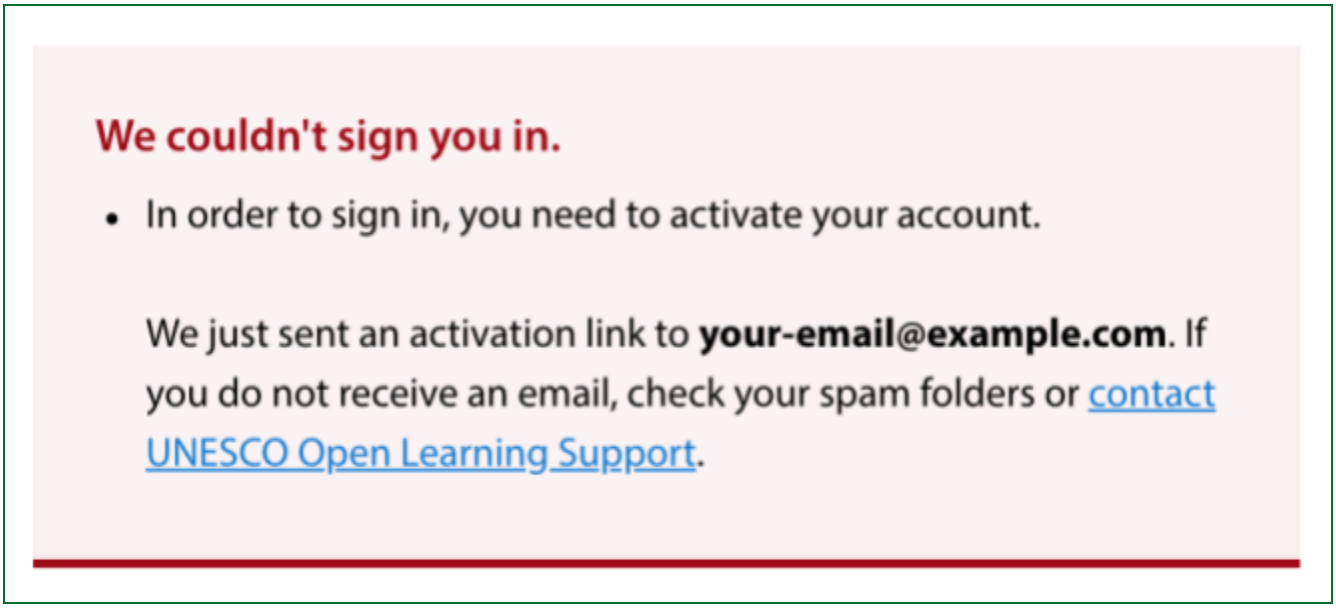
3.1 ACCOUNT REGISTRATION

Account registration involves creating a password-protected learner account by entering your email address, full name, public username, password and other information such as your country of residence on the following webpage: openlearning.unesco.org/register



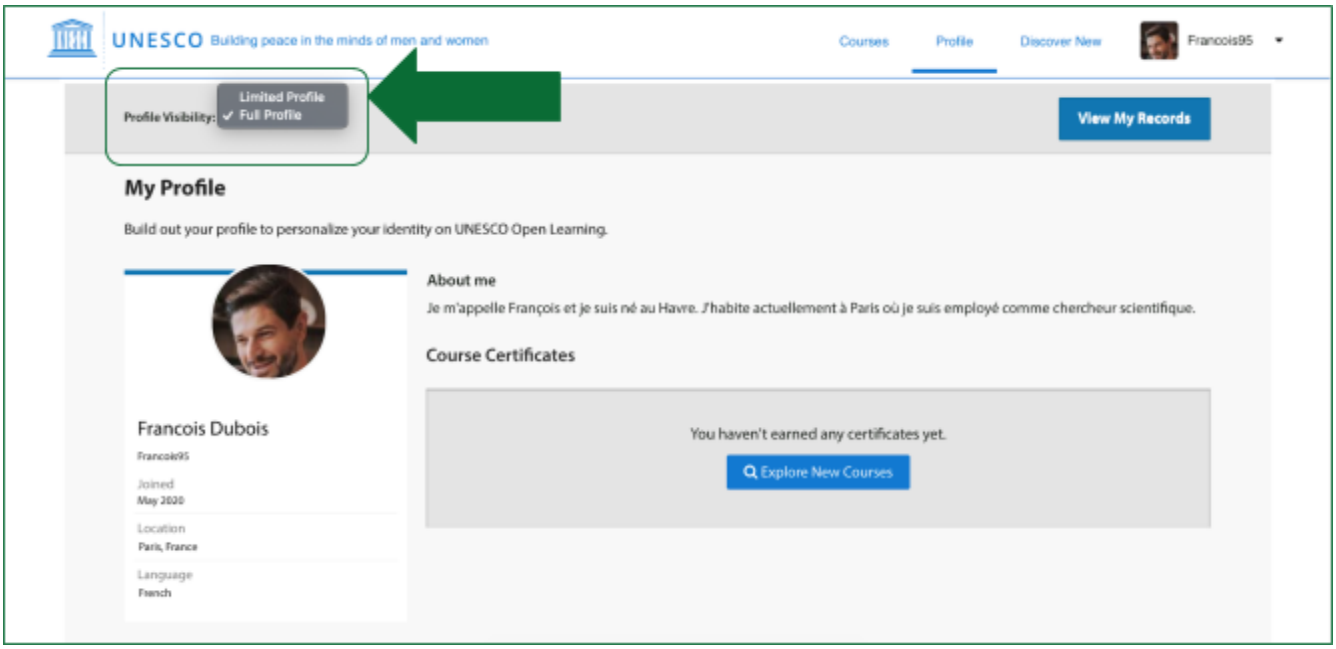
3.2 ACCOUNT ACTIVATION IMPORTANT!

During account registration an important activation link will be sent to the email address used to register the account. The activation link must be clicked in order for the account to be created correctly in the Open Learning website. Once an account is activated, any courses that have been enrolled in will appear in the Learner Dashboard which can be found here: *openlearning.unesco.org/dashboard*



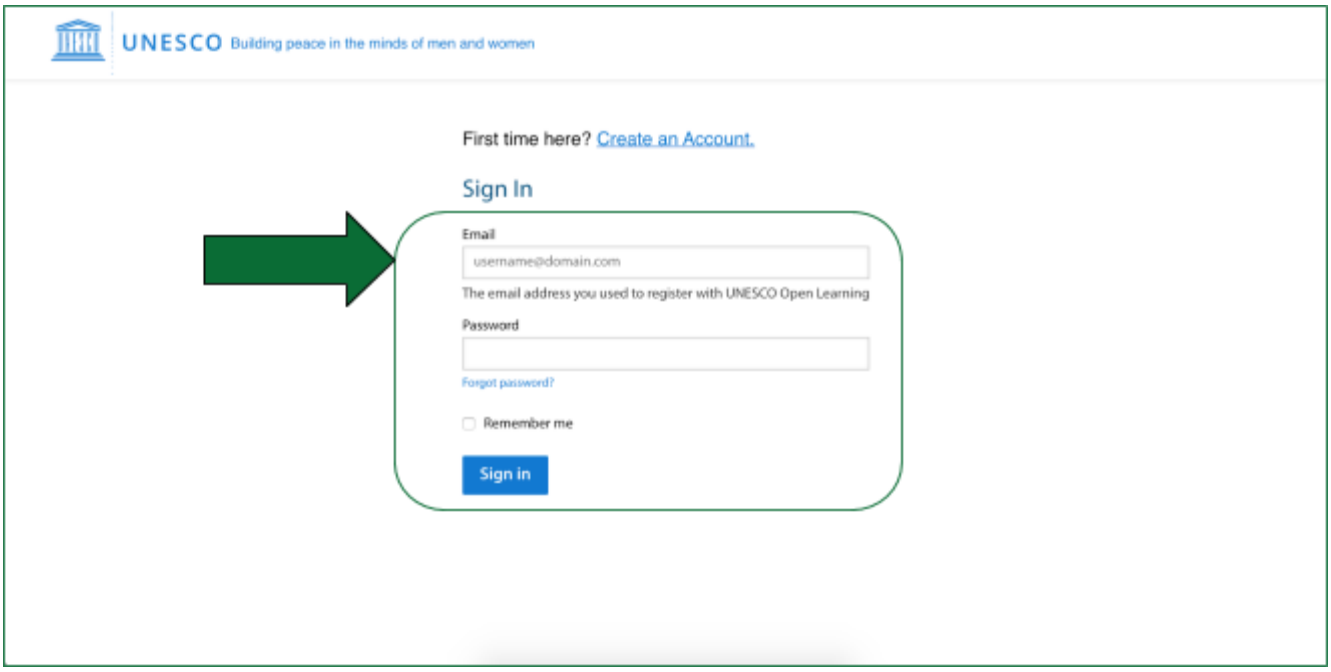
3.3 LEARNER PRIVACY SETTINGS IMPORTANT!

Your account also includes a Learner Profile Page to personalize your identity that can be set as *Limited Visibility* or *Full Visibility*:



3.3 ACCOUNT SIGN IN

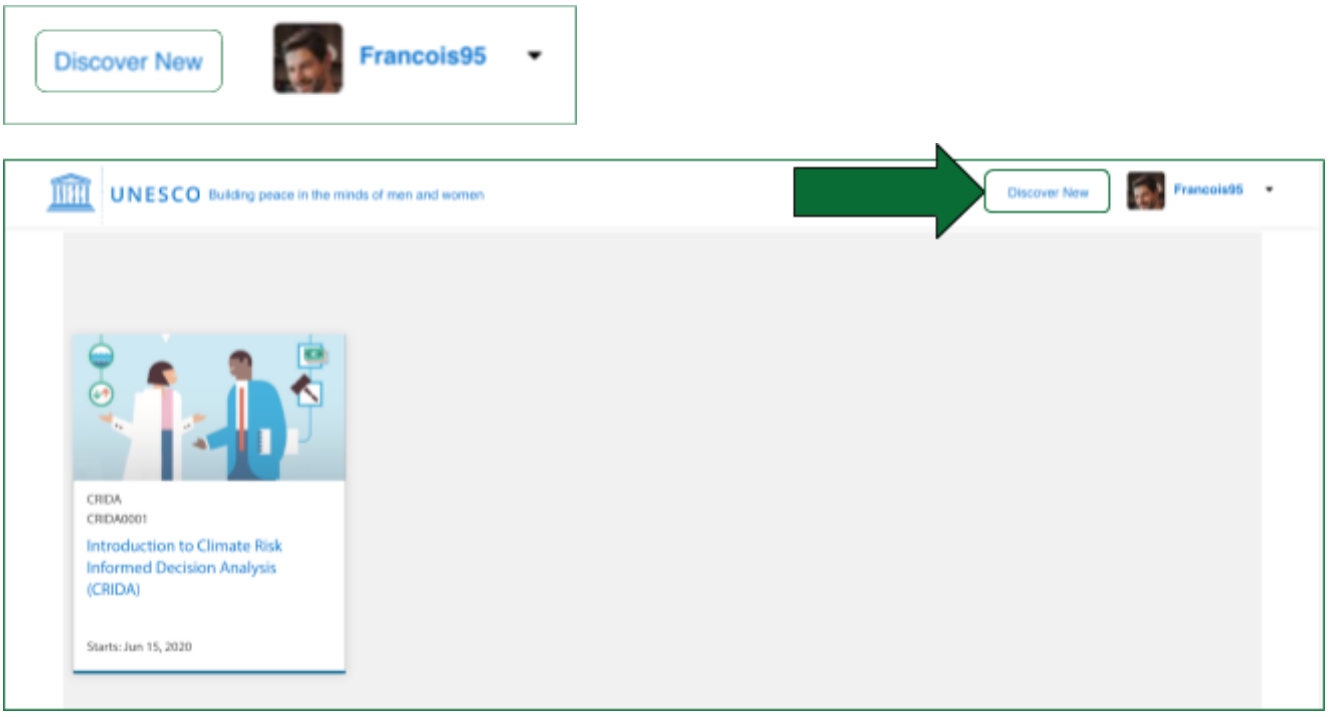
To sign in to your Open Learning account, navigate to the following webpage: *openlearning.unesco.org/login*



4. COURSE DISCOVERY & ENROLLMENT

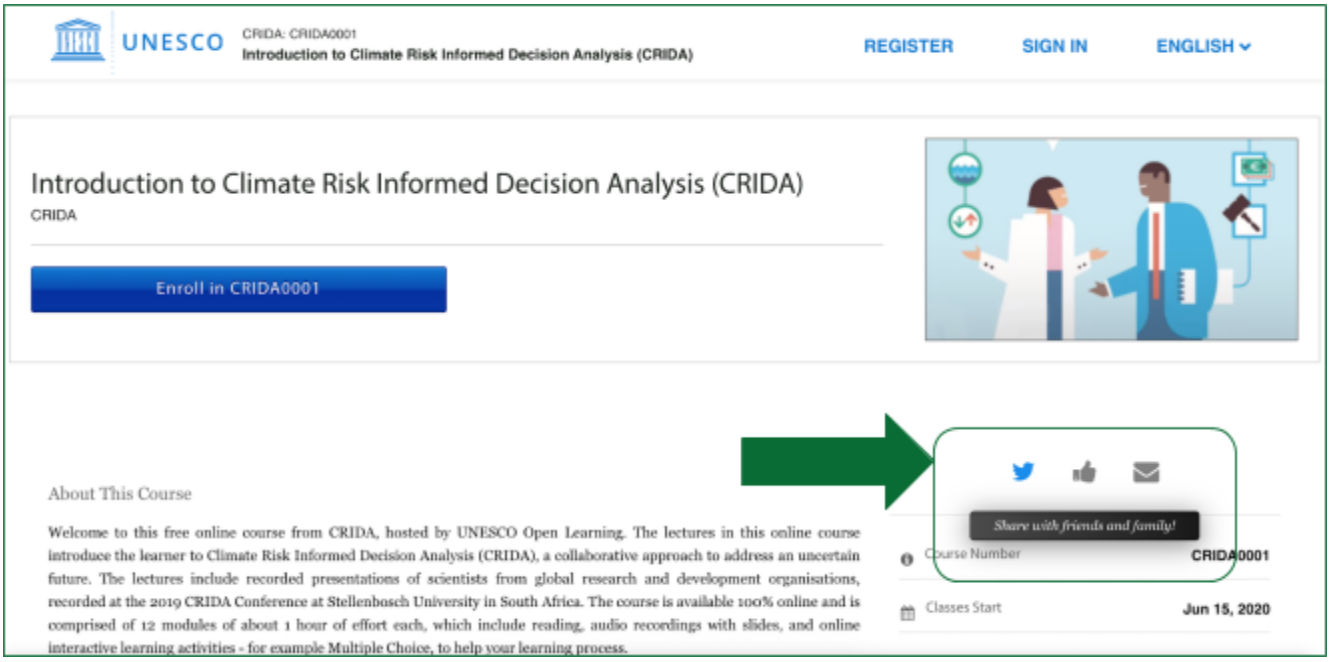
4.1 COURSE DISCOVERY

To discover new courses open for enrollment, click Discover New to navigate to the following webpage: *openlearning.unesco.org/courses.* Next, click on any course to view its About Page.



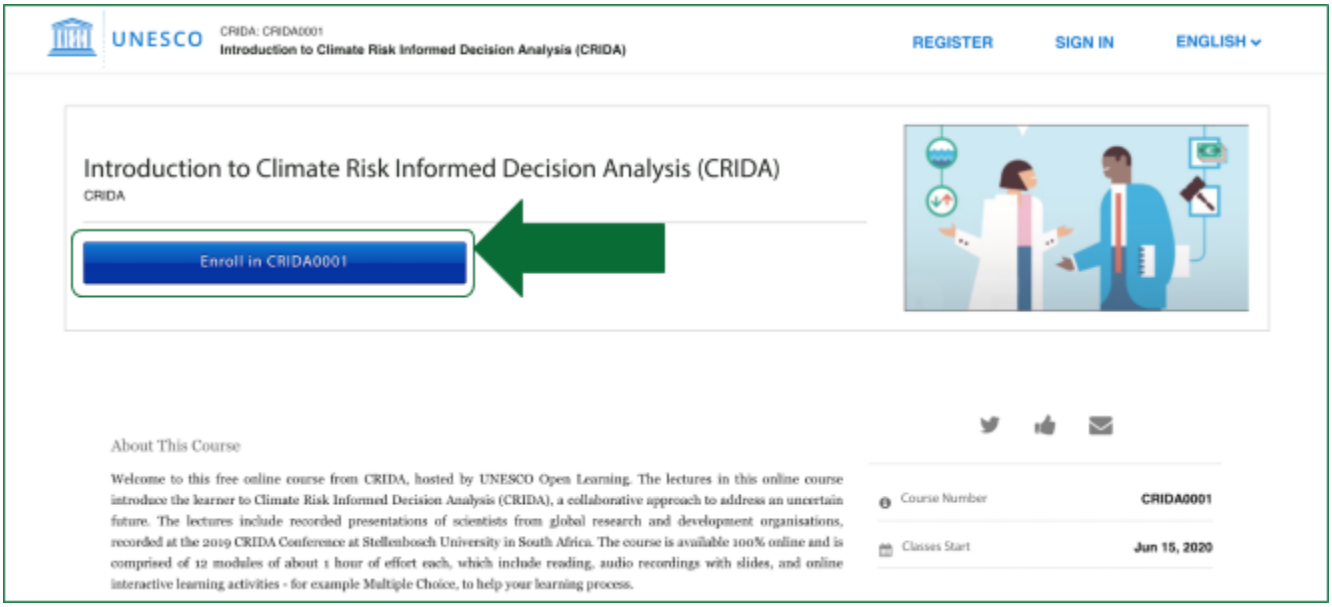
4.2 SHARING VIA SOCIAL MEDIA

Open Learning courses may be shared via social media by clicking on the social media icons present on any course About Page as outlined in the following image:



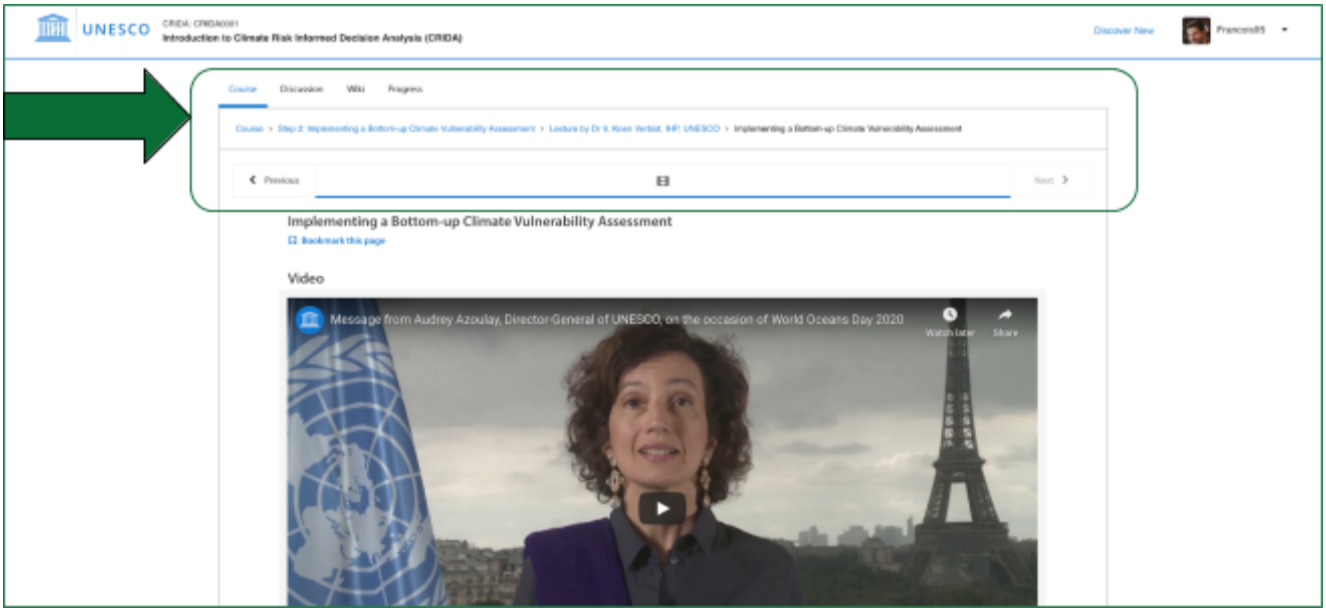
4.3 COURSE ENROLLMENT

Courses may be set as *open for enrollment,* or alternatively set as *by invitation only*. To enroll in a course that is *open for enrollment*, click the blue Enroll button near the top of the About Page and the course will become available in your Learner Dashboard.



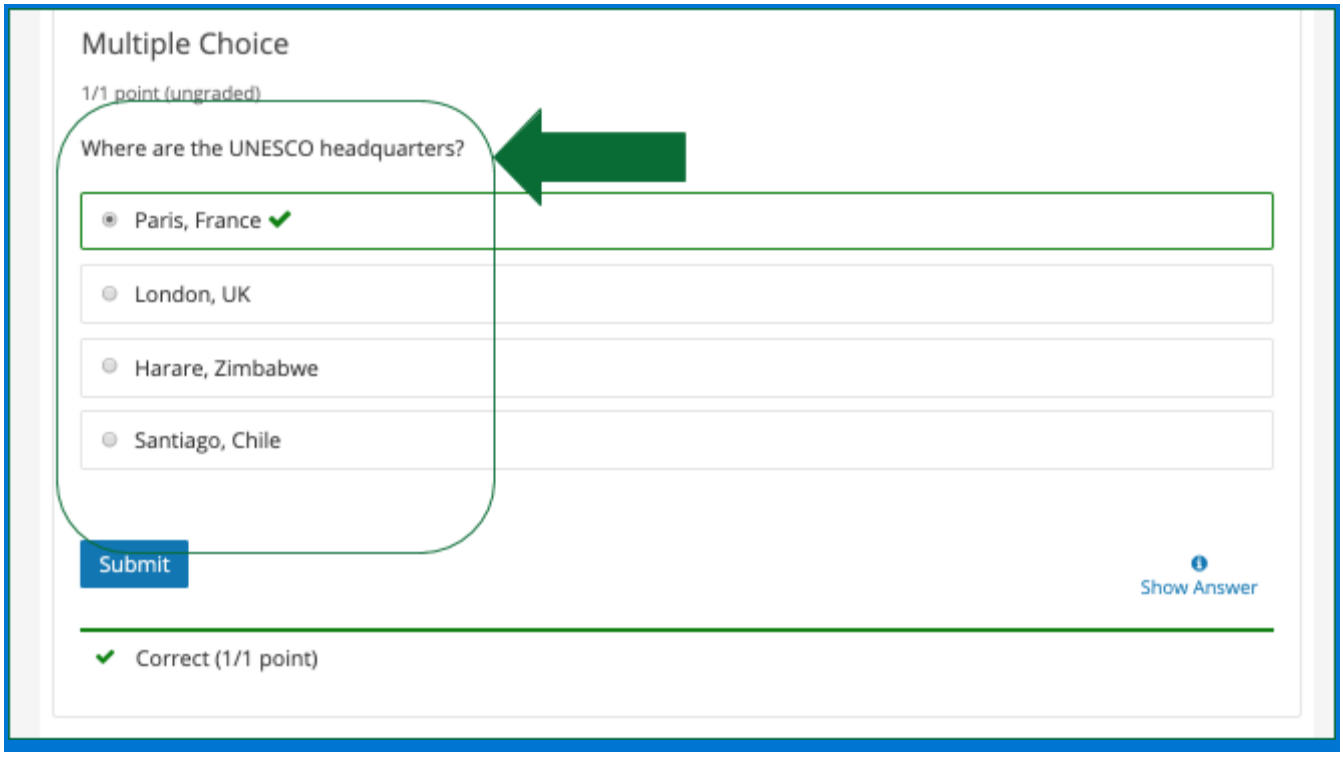
4.4 COURSE NAVIGATION & MULTIMEDIA

Courses are divided into simple Sections and Subsections that include multimedia units such as text, images, videos and graded interactive activities. Navigating the course units is done from left to right using the *Previous* and *Next* buttons near the top and bottom of a course outline. As shown in the below image, an example video component is indicated by the video icon:



4.5 INTERACTIVE ACTIVITIES

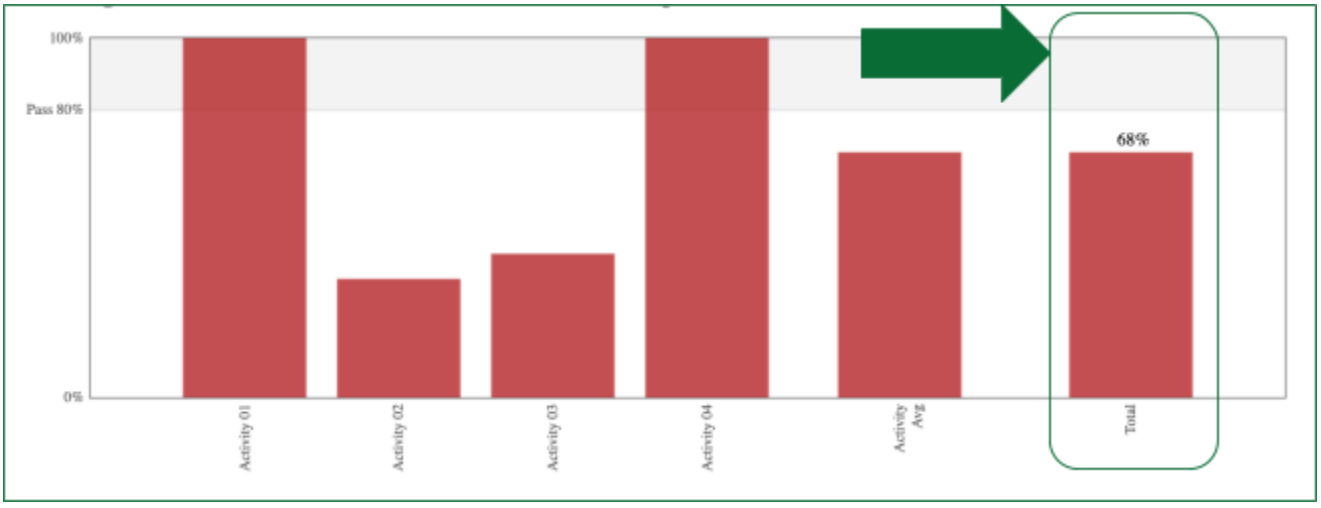
Courses include numerous assessments which are presented using common testing modalities such as True or False, Multiple Choice, Dropdown, Checkboxes, and more:



5. COURSE PROGRESS & CERTIFICATE OF COMPLETION

COURSE PROGRESS

To view Progress at any time, navigate to the Progress Page clicking Progress to reveal a bar graph with red columns corresponding to learner's grades for the Subsections as well as overall total grade. All grades are out of 100%. In the below image the course has been set with a Passing Grade of 80% but the learner has only achieved a 68% grade average to date.



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Flanders
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